

STUDENTS AND STAFF MANAGEMENT GUIDE

This *Students and Staff Management Guide* is written for leaders at schools or the district who:

- Prepare and upload a roster of students and staff
- Add and edit staff users individually
- Add and edit students individually
- Fix data issues in the student records

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Staff Access

In general, your district is solely responsible for keeping staff and student data secure, in compliance with the Family Educational Rights and Privacy Act (FERPA).

You control access by assigning roles to each person's user profile. A role defines what each person can do and see on the staff site:

<https://teach.mapnwea.org>

To begin, review [Steps to Add Users and Roles](#) on page 2 as well as [Choose MAP Roles](#) on page 3.

For maintenance of roles and related settings, see [Manage Users](#).

Steps to Add Users and Roles

Here are the typical actions your team would follow when adding the user profiles and roles:

Goal	Action	Details
Determine access	Decide how to control access by assigning MAP roles.	Choose MAP Roles on page 3
Add leadership team	Use Manage Users in the MAP site to add individuals.	Creating a User Profile

As needed for bulk upload:

Add other staff and MAP roles	Import non-teaching staff in bulk through the roster process (requires Data Administrator role).	Add Staff and Roles in Roster Import on page 8
Verify staff receives log-in email	If you included email address with the staff import, they will receive an automated email with login information, but you should verify it is received. Note: A Technology Coordinator may need to clear spam filters to allow email from *@nwea.org.	—
Staff checks log-in	Ask staff or a technology coordinator to configure their browser and device to meet requirements.	

Goal	Action	Details
<i>At least 1 week before every testing term:</i>		
Add teachers, students, and classes	Complete and import NWEA roster template (requires Data Administrator role in the MAP site).	Roster Upload Overview on page 17
Add Proctor role	For new teachers who must administer tests, add the Proctor role through the roster process.	Add Staff and Roles in Roster Import

Security policies for staff

For optimal protection of your data, set security policies. In particular, ask staff to memorize their passwords and never share their login credentials. If someone forgets their password, which each person creates during initial login, then that person can choose to reset it from the login page. (Or, if needed, you can assist by [Resetting a User Password](#).)

Your policy could also recommend against browser features that automatically save passwords. Your Technical Coordinator can force this rule in staff browser settings.

Access and System Maintenance

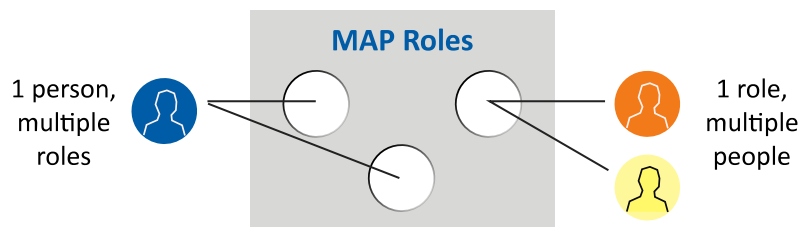
The MAP Suite is unavailable several weekends per year for scheduled maintenance. NWEA communicates the maintenance schedule by e-mail to a contact person for your district. Also, warning messages appear 30 minutes before system shutdown.

Most of the scheduled maintenance involves minor changes. Major changes to the software or tests normally occur outside of the typical testing windows. See the [list of upcoming maintenance dates](#).

Choose MAP Roles

Every person who uses the MAP Suite must have one or more roles assigned to control what that person can do and see. You can fill the roles with any combination of people you need. One

person can hold multiple roles, and multiple people can hold the same role to serve as backups.



Quick tip: Use the examples below the following diagrams. Also, avoid assigning both school-level and district-level roles to an individual. For example, your School Proctors should not have the District Proctor role. Similarly, avoid assigning all roles to individuals.

📄 See also the detailed spreadsheet: [Role Permissions](#)

Roles for Using Data

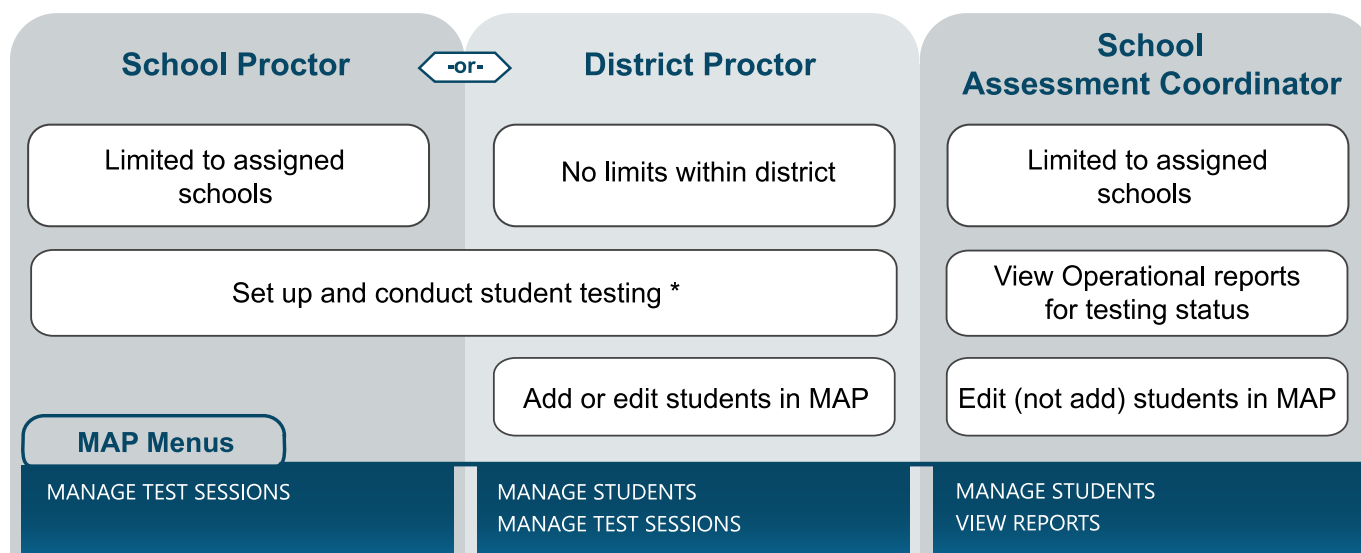
Instructor	Administrator	School Assessment Coordinator	District Assessment Coordinator
Limited to assigned students and classes	Limited to assigned schools	Limited to assigned schools	No limits within district
Student and class reports			
Group students for MAP Skills	Grade and school/district summary reports*		
		READ ALSO: "Roles for Testing"	Export or share test result data
MAP Menus			
MANAGE CUSTOM GROUPS VIEW REPORTS	VIEW REPORTS	MANAGE STUDENTS VIEW REPORTS	MANAGE USERS VIEW REPORTS MODIFY PREFERENCES

***Note:** School Assessment Coordinators have access to all grade and school/district summary reports *except* District Summary and Projected Proficiency Summary.

Examples for Using Data:

- Teachers typically use the **Instructor** role.
- Principals and school leaders typically use the **Administrator** role to see results from all students. Or, if they also coordinate test administration, they could use the **School Assessment Coordinator** role.
- Interventionists and specialists could also use the **Administrator** role; but for greater security, they could have the **Instructor** role and a special "class" of students assigned to them during the roster enrollment.

Roles for Testing



Examples for Testing:

- For teachers and staff who only need to administer testing, use the **School Proctor** role.
***Note:** School Proctors can only access testing sessions that they or the District Proctor creates.
- The **District Proctor** role is for anyone who helps to lead other Proctors. It enables creation of testing sessions that other Proctors can use, as well as creation of student profiles.
- School leaders who need to monitor testing status typically use the **School Assessment Coordinator** role. This role is restricted, however, from adding student or user profiles.

Roles for MAP Setup and Maintenance

System Administrator	District Assessment Coordinator	Data Administrator
Assign any MAP role for any user, including oneself	Assign MAP roles for other users, except System Administrator	Assign MAP roles for other users, except System Administrator or District Assessment Coordinator
	View operational reports	
Add or edit users in MAP + Reset user passwords (follows same exceptions as role assignments, above)		+ Also for Data Admin: Add or edit students
Modify MAP preferences for the organization		Import student/staff roster
Mark the Test Window Complete		Add or edit students in MAP, including permission to: –Merge students –Exclude or reassign test events
MAP Menus		
MANAGE USERS MODIFY PREFERENCES	MANAGE USERS VIEW REPORTS MODIFY PREFERENCES	IMPORT PROFILES MANAGE USERS MANAGE STUDENTS VIEW REPORTS

Examples for Setup and Maintenance:

- Only a few leaders should have the **System Administrator** role, because it enables you to grant access to any part of the platform.
- Leaders in charge of the assessment typically use the **District Assessment Coordinator** role.
- The person who import your enrollment roster each term needs the **Data Administrator** role.

Creating a User Profile

User profiles require at least one role. The role controls the permissions for the user. See [Choose MAP Roles](#) on page 3.

Required role: **District Assessment Coordinator** or **Data Administrator** or **System Administrator**

1. In the left navigation pane, select **Manage Users**.
2. Search to make sure the profile doesn't already exist.
Tip: Select **Include Inactive Users** to make your search as broad as possible.
3. Click **Create User** (near the top) if the search does not return an existing profile for the user.
4. Enter the requested information under **All Roles**.
5. In the User Role section, under Available Roles, select a role that you want to assign this user, then click **Add**.
 - a. Repeat this process for all the roles you want to assign to this user.
 - b. To remove a role, select it in the Roles to Assign list, and then click **Remove**.
6. Click **Continue**.
7. If prompted, specify which schools to assign to this user. You can search for the school name if you type at least three letters.
8. Click **Submit**.

Important: With any change, be sure to click **Submit** as needed—possibly on multiple pages—to complete the action. The process is complete and the change is saved only when you see a message such as "User profile has been updated successfully."

If you specified an email address for this user, the system automatically sends a user name and temporary password to that address.

If you did not specify an email address for this user, the screen displays the user name and temporary password.

Important: Make sure to write down the user name and temporary password before you leave the confirmation page. You will need to provide them to the user directly.

Add Staff and Roles in Roster Import

You can add staff in bulk using the NWEA® roster spreadsheet template called *Additional Users*. You can also use it to assign MAP® roles.

For example, you can assign the Proctor role to your teachers or other staff, including people already added into the MAP site. Once they have roles assigned, they will keep those roles, unless you make changes.

Check Before You Begin

- Ask your technical staff if email spam filters will allow automated emails from nwea.org. The automated email provides login information to your staff.
- Choose the MAP roles you want to assign. See [Choose MAP Roles](#) on page 3.
- To get a list of your existing users and their current roles, access the User Roles Report (under View Reports > Operational Reports).

Complete Additional Users Template

Required role: **Data Administrator**

1. Download the roster spreadsheet template from the MAP site (teach.mapnwea.org):



2. Open the roster template and select the **Additional Users** sheet.
3. Complete the required, blue-shaded columns *at a minimum*, and follow the descriptions provided in the top rows:

B	C	D	E	F	G	H	I
School Name	Instructor ID	Instructor State ID	Last Name	First Name	Middle Name	User Name	Email Address
Optional*	Optional	Optional	Required	Required	Optional	Required	Optional, but required
Blue Middle	22111		Sample	Sam		sam.sample@GES.edu	sam.sample@GES.edu
Green Elementary	33444		Generic	Geena		geena.generic@GED.edu	geena.generic@GED.edu
w. NEVER remove columns. When finished, remove rows 2 - 8 (keep row 1), and save as CSV (not CSV-UTF-8). For import steps, see Import							
Sample School			Broswell	Meg		megb@ss.edu	megb@ss.edu
Sample School			Brooks	Ben		benb@ss.edu	benb@ss.edu

- Beginning with column J, complete the roles you want to assign by typing “Y” in the appropriate column or columns.

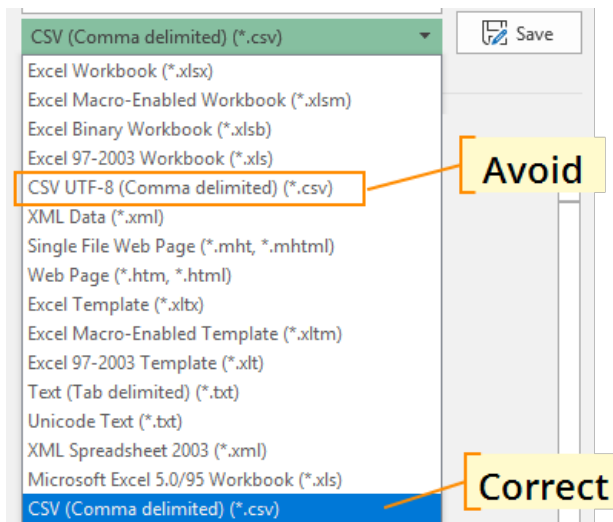
Important: Also complete the **School Name** column when you assign roles to school staff, such as the School Proctor role. If you leave School Name blank, you will grant access to all schools. In the following example, the roles differ between schools:

B	J	K	L	P	Q
School Name	Role = School Proctor?	Role = School Assessment?	Role = Administrator?	Role = Interventionist?	Role = SN Administrator?
Optional*	Optional	Optional	Optional	Optional	Optional
Brown Elem	Y		Y	Y	Y
Purple Elem				Y	Y

- Keep the first row in place, but remove the description rows, from row 2 through 8 (or whatever row is just above your information):

A	B	C	D	E	F	G
School State Code	School Name	Instructor ID	Instructor State ID	Last Name	First Name	Middle Name
Optional	Optional*	Optional	Optional	Required	Required	Optional
Code assigned by the state.	School that you permit staff to access.	Unique identifier assigned to	Unique identifier assigned to the teacher (instructor)	Last name connected with the	First name connected with the	Middle name connected with the
Note: This ID does						
Alphanumeric 2 characters min,	Alphanumeric 3 characters min,	Alphanumeric 100	Alphanumeric 2 characters min,	Alphanumeric c	Alphanumeric c	Alphanumeric 20 characters
Examples:	Green Elementary	22111		Sample	Sam	
(For details, see Prepare Your	Blue Middle School	22111		Sample	Sam	
Postcard video)	Green Elementary	33444		Generic	Geena	
Add your data below. NEVER remove columns. When finished, remove rows 2 - 8 (keep row 1), and save as CSV (not						
	Brown Elem			Broswell	Meg	

- Save or export a copy of the spreadsheet using the comma-separated (CSV) file format. Make sure to choose the standard CSV format (there may be other variations to choose):



If operating outside the USA: Before saving, you might need to adjust settings so your CSV file uses commas to separate information instead of semicolons. See [Alternative: Saving CSV outside United States](#) on page 18.

Import Additional Users

Required role: **Data Administrator**

1. Log in to the MAP site (teach.mapnwea.org) and choose **Import Profiles / Rostering**.
2. Click **Start New Import**.
3. On the Set Up Import page, choose **Additional Users**:

The image shows the 'Set Up Import' page. At the top, there is a progress bar with three steps: 'Set Up Import' (active), 'Preview and Confirm File', and 'Validate File Format'. Below the progress bar, there is a section for 'Roster Type' with two options: 'Standard' (radio button) and 'Additional Users' (radio button, selected). A 'Roster File' section is also visible with an 'Add...' button.

4. Under **Roster File**, click **Add** and browse to find the CSV file you saved.
5. Click **Next**.
6. Continue through the import process:

1: Preview	2: Validation	3: Import summary	4: Post records
The first 20 rows appear for you to check.	The Import Status message starts with "queued" and finishes with "validated."	The final summary appears.	Your data uploads.

1: Preview	2: Validation	3: Import summary	4: Post records
	Note: "Please wait" continually blinks, even after validation is complete.		

Actions

<p>When you confirm that you chose the correct file, click Confirm.</p> <p>If <i>We Have Encountered an Error</i> appears, see Preview Errors on page 24.</p>	<p>If <i>File Format Validated with Errors</i> appears, click Review Roster Errors. See File Format Errors on page 26.</p> <p>– or –</p> <p>If <i>Data Validated with Errors</i> (or <i>No Errors</i>) appears, click Review Import Summary. Continue to Import Summary.</p>	<p>If Reconcile Errors appears (near the bottom), then click it. See Reconcile Errors on page 28.</p> <p>– After errors reconciled –</p> <p>When Post Valid Records appears, click it.</p>	
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Fix Teacher Class Assignments

If a teacher cannot see the test results for their class, one potential solution is to change the class assignments directly in the teacher's profile. Keep in mind the following:

- A class can be assigned to one, or several, teachers. Classes with more than one teacher are called "multi-instructor" classes.
- You can remove a class from a teacher profile only if no students are associated with it, or if multiple teachers are assigned to the class.
- Changes to report access require an overnight process to take effect.

When you make changes to class, also update your source information so that your roster will be correct in the next term.

Assigning a Class to a Different Instructor

Required MAP role: **Data Administrator**, **District Assessment Coordinator**, or **System Administrator**

You may need to reassign a class when:

- A teacher leaves in the middle of a term and another teacher must teach those classes for the rest of the term.
- A class is too large and an additional teacher is added.

If reassigning only one teacher, the recommended method is to first assign the new teacher to the class (making it a multi-instructor class), then remove the previous teacher.

To assign classes to a new teacher:

1. In the left navigation pane, select **Manage Users**.
2. Search for the teacher to assign to the class.
3. In the Search Results section, select the teacher you want to assign to the class, and then click **View/Update**.
4. In the Instructor section, select the term to assign the teacher, and then click **View/Update Term**.

The User Profile page refreshes with the term, and options for modifying schools and classes associated with this teacher.

5. In the Classes section, click **Find Existing Classes**.
6. Type the name of the teacher currently assigned to the class (the teacher to be removed).
7. Make sure the correct school is selected in the School drop-down list, then click **Search**.

The teacher's classes for that term are listed.

8. Select the class you want to assign to the new teacher, then click **Associate Classes**.

In the Classes section, the class is marked with "MI," indicating it is now a "multiple instructor" class.

9. Click **View/Update Term**.

The User Profile page appears.

10. Click **Submit**.

The User Profile - Summary page appears, showing the newly assigned teacher's school and class assignments.

11. Click **Submit**.

Important: With any change, be sure to click **Submit** as needed—possibly on multiple pages—to complete the action. The process is complete and the change is saved only when you see a message such as "User profile has been updated successfully."

A confirmation message appears.

To remove classes from the previous teacher's profile:

1. In the left navigation pane, select **Manage Users**.
2. Search for the teacher.
3. In the Search Results section, select the teacher, and then click **View/Update**.
4. In the Instructor section of the User Profile page, select the term you want to remove from the teacher's profile, and then click **View/Update Term**.
The User Profile page refreshes with the term, and options for modifying schools and classes associated with this teacher.
5. In the Classes section, select the class you want to remove from this profile, and then click **Delete Class**.
6. Click **OK** to confirm.
7. Click **View/Update Term**.
The User Profile page refreshes.
8. Click **Submit**.
The User Profile - Summary page appears.
9. Click **Submit**.

Important: With any change, be sure to click **Submit** as needed—possibly on multiple pages—to complete the action. The process is complete and the change is saved only

when you see a message such as "User profile has been updated successfully."

A confirmation message appears.

Inactivating or Activating a User Profile

Inactivating a user profile prevents that person from logging in to the assessment platform (teach.mapnwea.org). For example, you might inactivate a user profile when an individual takes a leave of absence. When the user returns, you can reactivate the profile.

You cannot inactivate your own user profile, nor can you inactivate a user profile with a higher priority than your own. The order of priority appears in the following list of roles, from left to right. For example, the District Assessment Coordinator cannot inactivate a user profile with the System Administrator role.

Required role: **System Administrator** or **District Assessment Coordinator** or **Data Administrator**

To inactivate a user profile:

1. In the left navigation pane, select **Manage Users**.
2. Search for the user profile.
3. In the Search Results section, select the profile you want to inactivate.
4. Click **Inactivate Profile**.
5. Click **OK**.

To activate a user profile:

1. In the left navigation pane, select **Manage Users**.
2. In the upper-right corner of the page, select **Include Inactive Users**.
3. Search for the user profile.
4. From the search results, select the profile you want to activate.
5. Click **Activate Profile**.
6. Click **OK**.

Deleting a User Profile

Deleting a user profile completely removes the user. To temporarily inactivate a user profile so that access is blocked but can easily be restored, see .

Important: You can delete a user profile only if no classes are associated with it. To disassociate classes, you must first edit the students; see [Fix Student Account Profile](#) on page 38.

You cannot delete your own user profile, and you cannot delete a user profile with a higher priority than your own. The order of priority appears in the following list of roles, from left to right. For example, the District Assessment Coordinator cannot inactivate or delete a user profile with the System Administrator role.

Required role: **System Administrator** or **District Assessment Coordinator** or **Data Administrator**

1. In the left navigation pane, click **Manage Users**.
2. Enter your search criteria.
3. Select the user profile you want to remove, and then click **Delete**.
4. Click **OK** in the confirmation box that appears.

Resetting a User Password

In most cases, users should reset their own password by clicking **Forgot Username or Password?** under the main login prompt. However, if needed, you can generate a temporary password by updating the user's profile.

Note: Your role may prohibit you from resetting the password of users with a role higher than your own (hierarchy depicted in the list of roles below).

Required role: **System Administrator** or **District Assessment Coordinator** or **Data Administrator**

1. In the left navigation pane, click **Manage Users**.
2. Enter your search criteria.
3. Select the correct profile and click **View/Update**.
4. In the All Roles section, click **Request Password Reset**.

Important:

- The new password does not take effect until you submit all changes to the user profile.
- If the user profile:
 - includes an email address, the password is automatically sent via email;
 - has no email address, the password displays on the screen after you submit all changes, and you must email it to the user manually.

5. At the bottom of the screen, click **Submit** when the page refreshes.

The User Profile Summary page appears.

- If you are resetting the password for an Instructor, you must click **Submit** a second time on this page.
 - A message states that the profile has been updated successfully. The page displays the new password or a confirmation that the password was sent by email.
6. If the password displays on the screen after you submit the profile, communicate the temporary password to the user.

When logging in with the temporary password, the user is immediately prompted to create a new password.

Roster Upload Overview

You must upload students and teachers before every test term, or more frequently as needed. Alternatively, you could use the Automated Roster with Clever, which syncs data automatically between your student information system (SIS) and the MAP site—see [Setup for Automated Roster with Clever](#).

To continue with the standard MAP roster process, use the following videos and topics. Allow *at least a week* to complete and import your roster.

Prepare Your Roster

A roster spreadsheet is required for importing staff and students.

The purpose of roster preparation goes beyond testing. The way you put together the roster also *determines the organization and access for reports*. It groups students into classes, and connects those classes to any educators who need to access the students' MAP results.

You should know how to edit a spreadsheet. For help with using Microsoft® Excel®, see the tutorials on this site: <https://edu.gcfglobal.org/en/topics/excel>

For video guidance, see the Prepare Your Roster video under [MAP Help Center > MAP Setup > Students/Staff Roster](#).

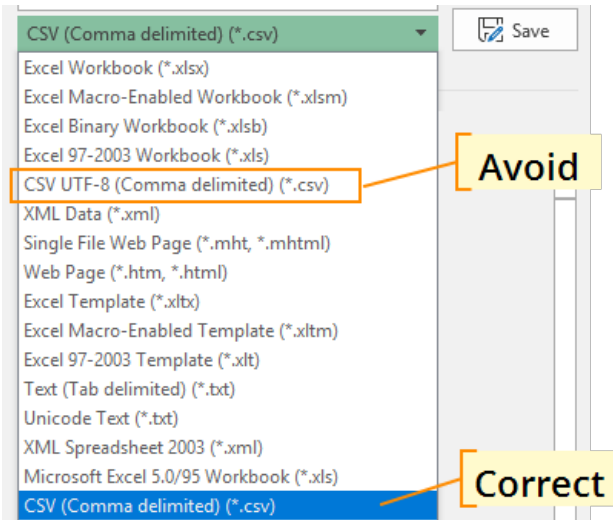
About the Roster Templates

You create your roster file using NWEA templates. You can obtain the roster templates from the homepage when you log in the MAP site (teach.mapnwea.org):

- **Roster File Template**—Primary template with two spreadsheet tabs:
 - **StandardRoster** tab—Main template for inputting teachers, students, and classes.
 - **Additional Users** tab—Optional template to input additional staff or to add other roles to teachers (teachers only receive the Instructor role by default). For details, see [Add Staff and Roles in Roster Import](#) on page 8.
- **Programs File Template**—Optional template to set up and report on students participating in a special program. See [Setting Up Student Programs in Reports](#) on page 31.

Saving Roster as CSV Format

After preparing the roster file, you need to save it as the comma-separated (CSV) format before you continue with the roster import. In Excel, use File > Save As. In other editors, you may need to export or download. Make sure to choose the standard CSV format (there may be other variations to choose):



Alternative: Saving CSV outside United States

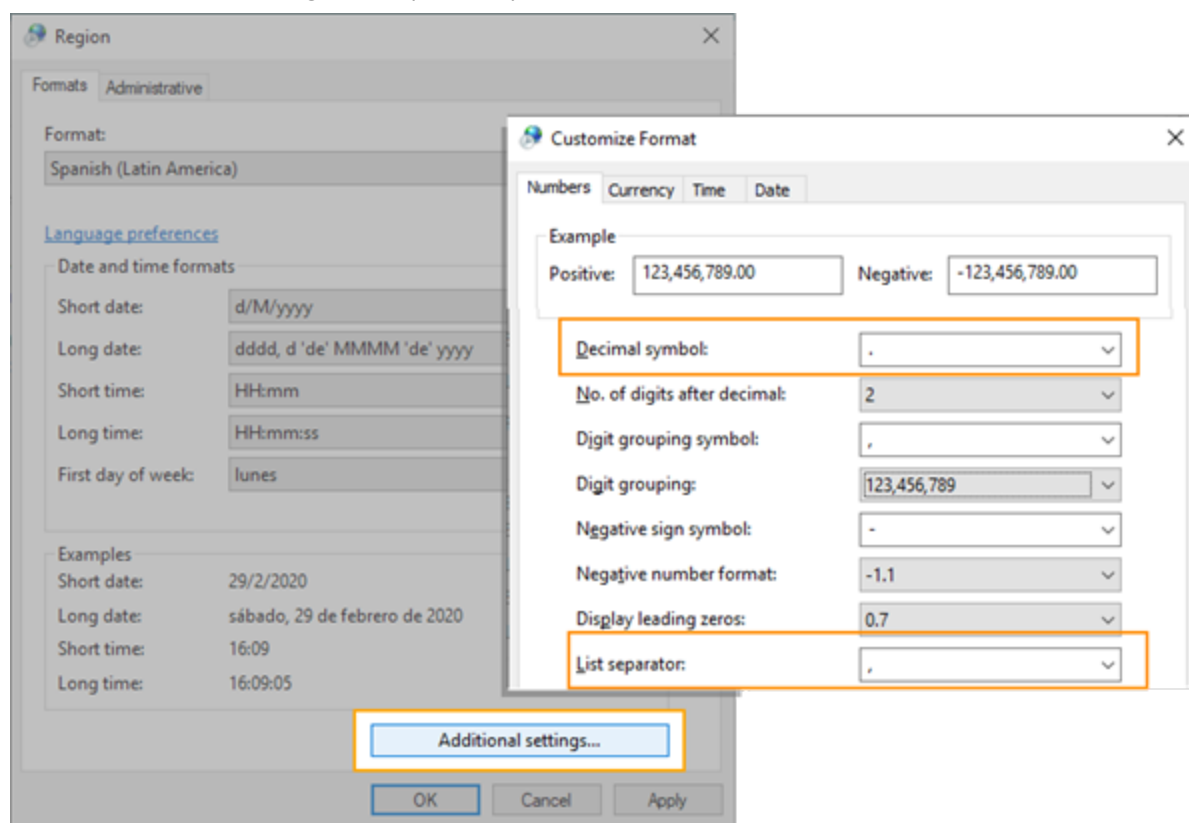
If you operate in a region outside the United States, you might need to adjust settings so your CSV file uses commas to separate information, instead of semicolons. First check whether this situation applies to you:

- For Excel or Numbers®—Check the format of decimal numbers. Does it use a comma, such as “0,5” to represent the number one-half? If so, then follow these instructions.
- For Google sheets—You do not need to follow these instructions.

Depending on your situation, follow instructions for option A, B, or C. Later, after importing the roster and fixing any errors, you can restore the original settings.

Option A: Using Excel on Windows

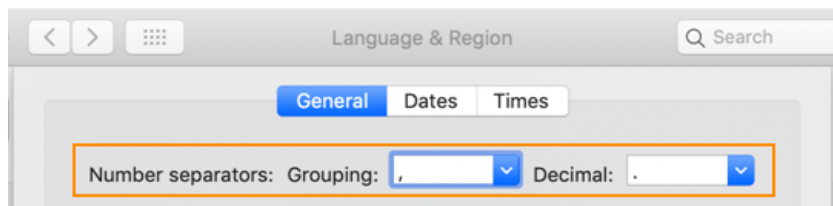
1. As a precaution, close Excel if it is open.
2. Open the Control Panel:
 - On Windows 7: Choose **Start > Control Panel**.
 - On Windows 10: Type “control panel” in the search box of the Windows Task bar.
3. Open the region settings:
 - On Windows 7: Choose **Clock, Language, and Region > Change keyboard or other input methods** (or click the Region and Language icon).
 - On Windows 10: Under **Clock and Region**, click **Change date, time, or number formats**.
4. Under the Formats tab, click **Additional Settings**.
5. Make the following changes and click OK:
 - **Decimal symbol**—Change to “.” (period).
 - **List separator**—Change to “,” (comma).



6. Restart Excel.
7. Open your roster spreadsheet and save as the comma-separated (CSV) format, avoiding format variations like CSV UTF-8.

Option B: Using Excel on Mac

1. As a precaution, close Excel if it is open.
2. Open the System Preferences, available from the Apple icon.
3. Choose **Language & Region**.
4. Click **Advanced**.
5. Make the following changes for the Number separators:
 - **Grouping**—Change to “,” (comma).
 - **Decimal**—Change to “.” (period).



6. Restart Excel.
7. Open your roster spreadsheet and save as the comma-separated (CSV) format, avoiding format variations like CSV UTF-8.

Option C: Using Numbers on Mac

1. In Numbers, close the roster template if it is open.
2. Choose **File > Advanced > Language & Region**.
3. Change **Region** to United States.
4. Open your roster spreadsheet
5. Choose **File > Export To > CSV**.

Import Your Roster

Before you can import, you must prepare a roster file (see [Prepare Your Roster](#) on page 17).

For video guidance, see the Import Your Roster video under [MAP Help Center > MAP Setup > Students/Staff Roster](#).

Timing Tips:

- Coordinate at the district level because you can run only one import process at a time within a district.
- During peak testing times, the import puts requests into a queue, which may take up to 48 hours.
- If needed, you can break the import file into small batches instead of one large file.
- To prevent conflicts, inform all users when an import is in progress so they avoid updating user profiles.

About the Import Options

In almost all cases, you'll use the following options on the Import Profiles page:

Most common

Set Up Import | Preview and Confirm File | Validate File Format | Import Summary | Reconcile

* = Required

Roster Type * [Help me choose](#)

- ☒ Standard (Schools, Instructors, Classes, and Students)
- ☐ Additional Users (Add/Update only)

Term *

Spring 2019-2020 ▼

Add/Update or Overwrite data for selected term? *

- ☒ Standard - Add/Update Recommended (Add to or Update existing data)
- ☐ Standard - Overwrite Warning (This will replace all existing data for the term with the new file data.)
- ☐ Add/Update Students Only Warning (Only student related data will be imported.)
- ☐ Add/Update Instructors Only Warning (Only instructor related data will be imported.)

- **Roster Type Standard**—Specifies that you are importing the Standard Roster template. (For information about the Additional Users template, see [Add Staff and Roles in Roster Import](#) on page 8.)
- **Term**—Typically, you keep the default, current term. If the current term is not available, see [Date Setup Before Testing](#).
- **Standard—Add/Update**—Imports both students and teachers, and updates information for anyone previously imported.

Other import options

Warning: All of these options could result in students failing to appear on reports or teachers failing to have access to reports. Use caution and be prepared to possibly correct the situation with another roster import.

Option	Result	Example Use
Standard - Overwrite	<p>Overwrites both student and teacher information for a specified term. The overwrite not only adds and updates, but also <i>removes</i> existing information. For every school that appears in your roster file, the overwrite starts by removing existing information from the MAP site for the specified term. The information removal applies to <i>all</i> students and teachers in a school, not just the individuals listed in your roster.</p> <p>The overwrite does <i>not</i> affect:</p> <ul style="list-style-type: none"> • test results • login passwords • any information for schools that do not appear in your roster file 	<p>You can both remove and replace incorrect information, such as students accidentally assigned to the wrong grade or imported to the wrong term.</p> <p>Be sure your roster file includes <i>all</i> students and classes you want enrolled for the target term and school. For example, you might need to correct only grade 3 students. Your roster should also include students from all other grades to keep them enrolled for the term. If you do not, then you would need to repeat the roster for those missing students to add them back.</p>
Add/Update Students Only	<p>Only imports student data, not teachers and not class assignments.</p> <p>Because this option excludes class assignments, any students you <i>add</i> will fail to appear on MAP reports.</p>	<p>You can quickly add students if you have an urgent need to begin testing before your full roster information is complete. You could also use this option to correct information for existing students.</p> <p>Be sure to import the full roster soon after using the Students Only option. If you do not, then any students you <i>added</i> will not appear on reports because they do not have class associations. (Students you updated will retain their current classes.)</p>
Add/Update Instructors Only	<p>Only imports teacher data (found in the Instructor columns), but not students and not class assignments.</p> <p>Because this option excludes class assignments, any teachers you add will fail to have access to reports.</p>	<p>You can quickly provide teachers with access to the MAP site before your full roster information is complete. You could also use this option to correct information for existing teachers.</p> <p>Be sure to import the full roster soon after using the Instructors Only option. If you do not, then any teachers you <i>added</i> will not have access to reports because they do not have class associations. (Teachers you updated will retain their current classes.)</p>

Import Errors Guidance

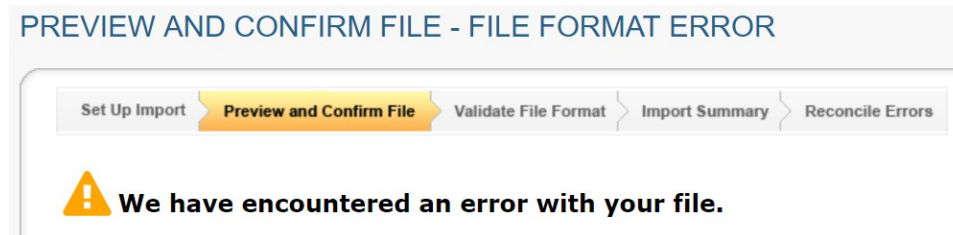
During the roster import, you could receive errors at various stages, described in the following sections:

- [Preview Errors](#) on page 24
- [File Format Errors](#) on page 26
- [Reconcile Errors](#) on page 28

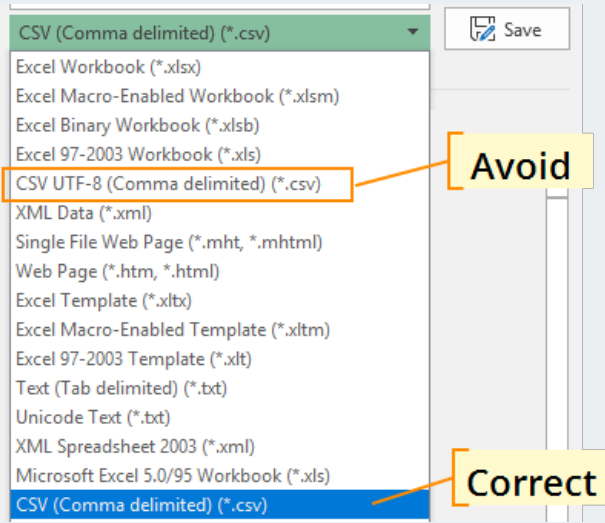
For video guidance, see the Roster Import video in the [MAP Help Center > MAP Setup > Students/Staff Roster](#).

For help with using Microsoft® Excel®, see the tutorials on this site:
<https://www.gcflearnfree.org/excel2016/>

Preview Errors



This error indicates a problem in the completed roster file you are attempting to import. Correct the issue and click **Start Over**.

Possible cause	Solution
Wrong CSV (comma delimited) file format	<p>Choose the correct format when you save:</p>  <p>Avoid</p> <p>Correct</p> <p>If operating outside the USA: Before saving, you might need to adjust settings so your CSV file uses commas to separate information instead of semicolons. See Alternative: Saving CSV outside United States on page 18.</p>
Columns or headings do not match the NWEA template	<ul style="list-style-type: none"> • Compare your completed roster with the NWEA roster template* • Look for added or missing columns • Copy the heading row from the template into your completed roster
Extraneous data	<ul style="list-style-type: none"> • Select the range of cells with data; for example, start with cell A2, drag to the last column, then drag down to the last row • Copy and paste into a clean copy of the NWEA roster template*
<p>*If you need to download the NWEA roster template, open teach.mapnwea.org and look for Templates on the homepage.</p>	

File Format Errors

IMPORT PROFILE

Import Status

File Format Validated with Errors

Format errors were found in the source file(s). For this issue, click [here](#).

Import Date: Jan 30 2019
Roster File: walkthru1.csv
Initiated By: skbdistrict

[Review Roster Errors](#) [Cancel Import](#)

FILE FORMAT ERRORS FOUND

Set Up Import > Preview and Confirm File > **Validate File Format** > Import Summary

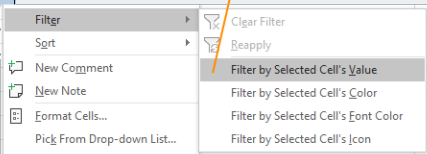
Format errors were found in the source file(s) and must be corrected to begin the import process again. For specific steps to address this issue, click [here](#).

Roster File Errors

Total: 6

Column Name	Data in Error	Row Number	Error Description
User Name	glong@bed.edu	2	User Name
Email Address	glong@bed.edu	2	Email Address

When you encounter these errors, click **Review Roster Errors** for details. Examine the error list and check your completed roster file.

Error description	Solution																													
<p>XXX cannot be the same for more than one YYY</p> <p>– or –</p> <p>ZZZ must be the same for this XXX</p>	<p>Two different people in your roster file mistakenly share an ID, user name, or similar data. For example:</p> <table><thead><tr><th>F</th><th>G</th><th>H</th><th>I</th></tr><tr><th>Instructor Last Name</th><th>Instructor First Name</th><th>Instructor Mid</th><th>User Name</th></tr></thead><tbody><tr><td>Required</td><td>Required</td><td>Optional</td><td>Required</td></tr><tr><td>Brakus</td><td>Parthenia</td><td></td><td>P.Brakus@teacher.com</td></tr><tr><td>Corwin</td><td>Jamila</td><td></td><td>P.Brakus@teacher.com</td></tr><tr><td>Corwin</td><td>Jamila</td><td></td><td>J.Corwin@teacher.com</td></tr></tbody></table> <p>Two people</p> <p>To find the problem in your roster, refer to the Column Name and Row Number shown in the error message. In many cases, multiple errors result from the same issue in your roster file.</p> <div><p>Tip: To make the issue easier to find, try filtering to show only the rows that match what appears under Data in Error. For example, with the problem column and row selected, you can right-click (control-click on Mac) to choose Filter by Selected Cell's Value:</p><table><thead><tr><th>I</th></tr><tr><th>Mid: User Name</th></tr></thead><tbody><tr><td>Required</td></tr><tr><td>P.Brakus@teacher.com</td></tr><tr><td>P.Brakus@teacher.com</td></tr></tbody></table><p>Filter to see</p></div>	F	G	H	I	Instructor Last Name	Instructor First Name	Instructor Mid	User Name	Required	Required	Optional	Required	Brakus	Parthenia		P.Brakus@teacher.com	Corwin	Jamila		P.Brakus@teacher.com	Corwin	Jamila		J.Corwin@teacher.com	I	Mid: User Name	Required	P.Brakus@teacher.com	P.Brakus@teacher.com
F	G	H	I																											
Instructor Last Name	Instructor First Name	Instructor Mid	User Name																											
Required	Required	Optional	Required																											
Brakus	Parthenia		P.Brakus@teacher.com																											
Corwin	Jamila		P.Brakus@teacher.com																											
Corwin	Jamila		J.Corwin@teacher.com																											
I																														
Mid: User Name																														
Required																														
P.Brakus@teacher.com																														
P.Brakus@teacher.com																														
Field cannot be empty	One of the required columns (a “field”) is missing information. Refer to the Column Name and Row Number shown in the error message.																													
<p>Date of Birth must be a valid date</p> <p>– or –</p> <p>Gender must be “M” or “F”</p> <p>(or other errors, such as invalid characters)</p>	<p>Follow the requirements described in row 4 of the roster template. For example, dates must follow the MM/DD/YYYY or MM/DD/YY format. If your dates begin with the year or day, then select all date information and change the number formatting.</p>																													
Student ID does not match any student ID in the CRF file	<p>If you attempted to import both a roster file and Programs File, then this error might occur from a student ID that appears in the Programs File but not in the standard roster file.</p> <p>Either add or remove the missing student and make sure your source records are also correct.</p>																													

Reconcile Errors

Data Validated With Errors

Reconcilable errors were found for the following file:

Import Date: Oct 31, 2019
Roster File: Winter2019
Initiated By: cris.waller

[Review Import Summary](#)

Import Summary

Records

Records imported: 100
Records already in system: 0
Total records ready to be imported: 100
New records to be added: 100
Existing records to be updated: 0

[Post Valid Records](#)

Errors

Total errors to reconcile: 2

[Reconcile Errors](#)

Review errors to reconcile before posting records.

Troubleshooting Steps:

1. Click on a Group Error or Individual Error to correct the remaining errors.
2. Select an option on the error page to reconcile each error.

Group Errors

	Errors Remaining
School Errors	0
Ethnic Group Errors	0
Grade Errors	0
Program Errors	0

We recommend reconciling all Individual Errors to ensure all records are posted to the system.

Individual Errors

	Errors Remaining
Instructor Errors	0
Student Errors	2

Reconcile errors occur when information in your completed roster doesn't match records *previously imported* into the MAP site. To display the errors, click **Review Import Summary** and then click **Reconcile Errors**.

You could have multiple errors, as shown under the **Errors Remaining** column. You access the errors under one of the following categories:

- School, Ethnic Group, Grade, or Program Errors
- Instructor or Student Errors

Tip: Before you reconcile errors, you may want to export a list of all errors so that you can make corrections in your student information system or other data source. To export errors, click **Return to Error Summary**, then click **Export Errors**.

School, Ethnic Group, Grade, or Program Error Reconciliation

In this situation, names like school or ethnic group do not match between your roster and the settings stored in the MAP site. For example, the same school might be listed as "Foxcroft Elem" in your roster and "Foxcroft Elementary" in MAP preferences.

You see the mismatched name when you click the error link. It is called the "incoming" name. Refer to the following descriptions of the most common reconciliation options you might see:

Error Reconciliation

Choose one of the following options:

- 1 ☐ Do not reconcile at this time
Ensure this school exists and is active in the selected term. Return to reconcile this error later.
- 2 ☐ Replace incoming School Name with the following selection:
Start typing, then select a name from the list.
- 3 ☐ Import users without creating associations to this school.

Option	Recommendation
1: Do not reconcile at this time	<p>You might choose this option to review each error as you decide what action to take. You can either edit the roster file or edit the MAP preferences.</p> <p>Note: To check or edit MAP preferences, you need either of these MAP roles: System Administrator or District Assessment Coordinator.</p>
2: Replace incoming XX with the following selection	<p>For a quick but temporary fix, you can choose to replace the incoming name with a name from the MAP preferences, assuming the preferences are correct. You will also need to correct your source information.</p>
3: Import users without creating associations	<p>Avoid this option. The import will fail to include the information required for your records to be complete. As a result, teachers or students might be missing from reports.</p>

Instructor or Student Error Reconciliation

In this situation, there could be more than one matching record for a person you are importing. In addition, conflicts can arise when the user name or email address matches someone within the world of all MAP users, even outside your district.

For each error, you will see applicable options. Refer to the following descriptions of the most common options you might see:

Error Reconciliation

Choose one of the following options:

- 1 ☐ Do not reconcile at this time
- 2 ☐ Update User Name and/or email in the incoming record with the following:

- 3 ☐ Update the following selected [user / student] with the incoming record:

Last Name	First Name	Middle Name	Date of Birth	Student State ID	Student ID	User Name	Email Address	Gender	Profile Created On	Profile Last Modified
Granger	Harry	P	Aug 25 2005	-	1027894	hgranger@mj.edu	hgranger@mj.edu	M	Sep 5 2015	Jun 10 2016

- 4 ☐ Create a new profile
- 5 ☐ Do not import incoming records that contain this user

.....

Option	Recommendation																				
1: Do not reconcile at this time	You might choose this option to review each error as you decide what action to take. If you make corrections directly in the roster file, then you would cancel and restart the import with the corrected roster file.																				
2: Update User Name and/or email address in the incoming record	You can use this option if the user name or email in your roster file is wrong. The import will use the new information you enter here instead of what appears in your roster. However, make sure you also correct your roster and source information to permanently fix the issue.																				
3: Update the following selected [user or student]	<p>If available, you can find and choose the correct match that you want updated. However, having multiple choices may mean there are extra duplicate records for the same person. After the import, you should remove duplicates to prevent confusion. For instructions, see either article:</p> <ul style="list-style-type: none">Duplicate instructor (teacher): How to correct duplicate users (from nwea.force.com/nweaconnection/)Duplicate student: Merge Student Test Data																				
4: Create a new profile	You can use this option to force the creation of a new profile. Be sure to check that none of the other choices are correct so you don't mistakenly create a duplicate record.																				
5: Do not import incoming records	Avoid this option. Instead of temporarily skipping an error, this choice removes the instructor or student from your import, ignoring the root conflict.																				
If you see “Exact match from a merged set exists for student”:																					
View Merged	<p>In this case, the reconciliation message only shows a link to view a merged student record:</p> <div><p>The following master profile will remain unchanged and the incoming records containing this student will not be imported.</p><table><tr><th>Last Name</th><th>First Name</th><th>Middle Name</th><th>Date of Birth</th><th>Student State ID</th><th>Student ID</th><th>User Name</th><th>Email Address</th><th>Gender</th><th>Master?</th></tr><tr><td>Smith</td><td>Ava</td><td>R</td><td>Nov 30 1999</td><td>-</td><td>14</td><td>-</td><td>-</td><td>FEMALE</td><td>View Merged</td></tr></table></div> <p>If you determine there is a problem, you might need to edit your roster to match the merged student record. Or, you might choose to unmerge the students. For additional help, see Merge Student Test Data on page 40.</p>	Last Name	First Name	Middle Name	Date of Birth	Student State ID	Student ID	User Name	Email Address	Gender	Master?	Smith	Ava	R	Nov 30 1999	-	14	-	-	FEMALE	View Merged
Last Name	First Name	Middle Name	Date of Birth	Student State ID	Student ID	User Name	Email Address	Gender	Master?												
Smith	Ava	R	Nov 30 1999	-	14	-	-	FEMALE	View Merged												

Setting Up Student Programs in Reports

Follow these instructions if you need reports that show aggregated results for students participating in a special program, such as English Language Learner. For example, the following report has an option to group results by special programs:

Mathematics

Grade (Spring 2017)	Growth Count†	Comparison Periods					
		Fall 2016			Spring 2017		
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile
5							
English Language Learner (ELL)	50	217.0		79	229.0		83
Special Education (SPED)	21	203.8	8.7	14	215.5	8.8	24
Talented and Gifted (TAG)	15	210.8	14.2	46	221.3	13.4	50

To set up this data, you can complete the programs spreadsheet template as part of the roster import.

Prerequisite: Set Up Program Names

Your district specifies the names of programs in the preferences set up on the MAP site. Someone with the appropriate role should make sure the names stored on the MAP site exactly match the source information going into your student roster. The program names must match or the roster import will fail.

Required role: **District Assessment Coordinator** or **System Administrator**

1. Log in to teach.mapnwea.org.
2. From the side navigation, choose **Modify Preferences > Modify District**.
3. Scroll down to the **Programs** section.
4. Compare these program names to your source for student information and make any needed changes to ensure they match.
 - a. To make changes, use the **Edit Name** or **Add Program** buttons.
 - b. Always click **Submit** when making changes.
5. Share the correct program names with the person preparing the roster, who might not have access.

Alternatively, you could add the District Assessment Coordinator role for this person.

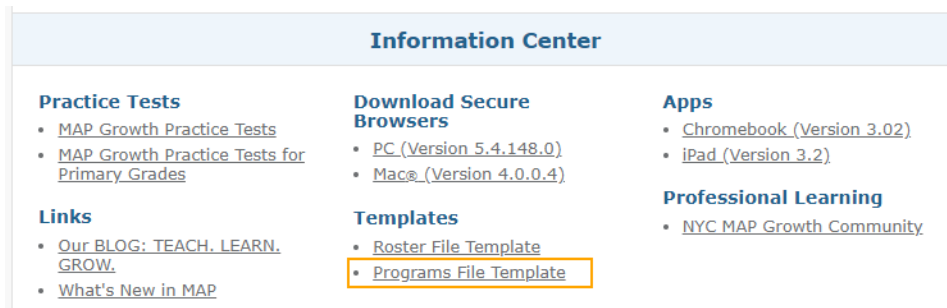
How to Assign Programs with the Student Roster

As part of the standard roster process, you can also include a secondary file with students and their programs. The Programs File is a spreadsheet with two columns: student ID and program name. That information will combine with the standard roster file information during import.

Like the standard roster, you would import the Programs File at least once per term. However, if you re-import the standard roster with corrections or additions, you do not need to include the Programs File unless those student changes also affect the programs.

Required role: **Data Administrator**

1. Prepare the standard roster as usual or use the most recent file.
2. Download the programs spreadsheet template from the MAP site (teach.mapnwea.org):



3. Open the programs spreadsheet and save a copy so you can easily distinguish it from other roster files.

Example name: ProgramsRosterFall2020

4. Extract a list of students and their special programs from your source information.
 - If you have a Student Information System (SIS) application: Either create a custom report or export directly from the database.
 - If you have no SIS application: Copy from the next best source of official record-keeping, such as another spreadsheet.

Note: The program names should match what is stored in the MAP preferences, as described in [Prerequisite: Set Up Program Names](#) on page 32.

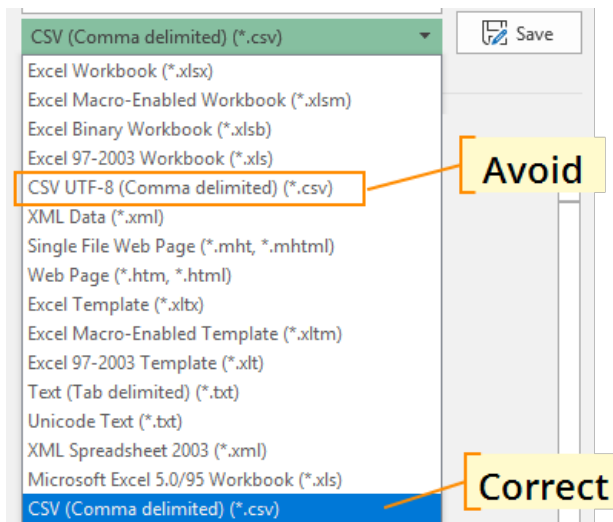
5. Move extracted information into the NWEA programs spreadsheet.

Note: For students with multiple programs, use multiple rows with one program per row.

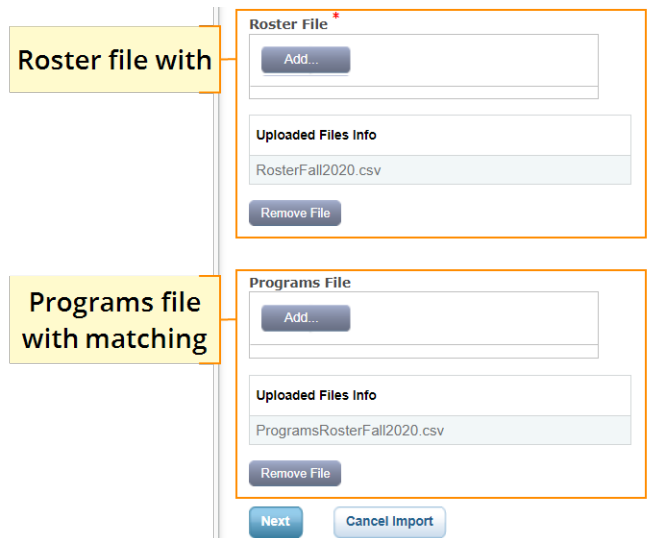
6. Compare the programs and standard roster spreadsheets to ensure students and their IDs match.

Tip: You can sort both spreadsheets by the Student ID column.

7. Save a copy of the programs spreadsheet with the CSV file format:



8. Log in to the MAP site (teach.mapnwea.org) and choose **Import Profiles / Rostering**.
9. On the Set Up Import page, add both the **Roster File** (teacher and students) spreadsheet and the **Programs File**.



Import Errors from Programs

If you encounter errors during roster import, see the detailed instructions:

Error	Detailed instructions
Student ID does not match any student ID in the CRF file (A student appears in the Programs File but not in the standard roster file.)	Student ID does not match any student ID in the CRF file on page 27
Reconcile Error—Program Errors (A program name does not match between your roster and the settings stored in the MAP site.)	School, Ethnic Group, Grade, or Program Error Reconciliation on page 28

Alternative: Program Names Bulk Update

As an alternative to the roster import, you can assign students to programs using the bulk update feature. However, this alternative involves searching for students you want to update. Bulk update works best for students who share something in common, such as grade or class. See [Updating in Bulk](#) on page 38.

Manage Students

In addition to the roster import, you can also add and edit student profiles individually using **Manage Students**. With Manage Students, you can:

- Add a student individually; see [Creating a Student Profile](#) on page 36
- Edit students one at a time or in bulk; see [Fix Student Account Profile](#) on page 38.
- Merge duplicate students; see [Merge Student Test Data](#) on page 40.
- Exclude or re-assign a test event; see [Fix Test Event Records](#) on page 43.

Note: There is also a **Create Students** button available within Manage Testing Sessions (requires, but it does not include, all the student information. This means students will not appear on reports.

Creating a Student Profile

If you have a new student or a student missing from the roster, you can create the student record directly.

Required role: **Data Administrator** or **District Proctor**

1. In the left navigation pane, select **Manage Students**.
2. Search to make sure the profile doesn't already exist.

Tip: To broaden your search, try using an asterisk (*) as a wildcard in the student names. To narrow your search, try specifying the Term when the student was added into system records.

3. Click **Create Student** (near the top) if the search does not return an existing profile.
4. Fill in the student's information and click **Continue**.
 - a. *** (Required):** Complete now.
 - b. **R (Required for reports):** Could complete later, but the student will fail to appear on reports if not completed.
5. On the next page, specify information that changes from term to term. Complete any fields that your state testing program requires:

- a. **Add School:** You must search for the school name.
Use any part of the name (such as "ele" for Elementary). You can add multiple schools, but make sure to select one and choose **Designate as School of Record**.
 - b. **Add Classes:** Start by typing the last name of the Instructor (teacher), then select classes. If the Instructor does not appear, you might have chosen a term that does not yet have the teachers loaded into the system. If needed, change or [add the Instructor profile](#).
6. Click **Add Term** when the information has been completely filled in.
 7. Click **Continue** in the review page.
 8. Click **Submit** to finish.

Important: If you do not see the confirmation message, the profile failed to save. Be sure to click **Submit**, or you risk losing all of the student information you specified.

Fix Student Account Profile

Correcting an Individual Student

Required role: **Data Administrator** or **District Proctor** or **School Assessment Coordinator**

1. In the left navigation pane, select **Manage Students**.
2. Enter criteria to search for the student and click **Search**.

Tip: To broaden your search, try using an asterisk (*) as a wildcard in the student names. To narrow your search, try specifying the Term when the student was added into system records.

3. Select the student to update and click **View/Update**. Complete any gaps in the profile, particularly the attributes marked **R** (Required for reporting), so that the student appears on reports.
4. If you need to correct or add term-related data, such as adding an instructor or class, then select the term and click **View/Update Term**.
5. If you updated term information, click **Update Term**.
6. Click **Continue**.
7. Click **Submit**.

You are finished when you see: "**Student profile has been updated successfully.**"

Handling Students with Multiple Schools

What if a student attends multiple schools or has recently changed schools? To reflect those schools on reports, find the student under **Manage Students** and click **View/Update**, then click **View/Update Term**. There are two options:

- If staff at the old school no longer needs to see the student's results:
Select the old school and click **Remove School**.
- If staff at both schools needs access to the student's test results:
Under **Schools**, choose **Add School** and add any needed schools. Once they are added, select which school will include the student's results on summary reports, then click **Designate as School of Record**.

Updating in Bulk

To correct numerous students, you can either:

- Re-import the student roster—consult a leader with the Data Administrator role.
—or—
- Use the Bulk Update feature in Manage Students—see the following steps.

Required role: **Data Administrator** or **District Proctor** or **School Assessment Coordinator**

1. In the left navigation pane, select **Manage Students**.
2. Select a **Term**. A term selection is necessary to do a Bulk Update.
3. As needed, refine your search by using the other menu choices that appear, such as **Programs** or **Grades**.

You can also specify the **Data Range** when the student profile was created.

4. Click **Search**.
The search results list student profiles that match your search criteria.
5. When you are satisfied with the search results, select the students whose profiles you want to update.
6. Click **Bulk Update**.

Note: If the button is disabled, you probably need to specify a term. Click **Clear** and perform the search again using a specific Term.

7. To apply a change, use the buttons that appear:

Edit Grade

Edit Ethnic Group

Add / Remove Programs

Add / Remove Schools

Add / Remove Classes

Remove Students from Term

8. Click **Submit**.

Important! Before taking any action, make sure the list contains the correct students for the change you want to make.

Merge Student Test Data

If a student has duplicate profiles and has taken tests under both profiles, you can merge them and designate one as the master profile. Merging consolidates results under one profile.

About Merging and Master Profiles

When you merge profiles, you are combining the test events from the selected profiles into one Master profile so historical test events are applied correctly and appear correctly in reports. (The changes will appear after nightly processing.)

After profiles are merged, you can still view the duplicate profile, but it is no longer active. Therefore, you cannot assign test events to, or modify the merged profile. You can separate or unmerge profiles later as needed.

Important! Do not merge while students are actively testing. If you do, the merge process does not complete and you might test the student under the wrong profile.

Merging Students

Required role: **Data Administrator**

1. In the left navigation pane, select **Manage Students**.
2. Enter search criteria for the student profiles you want to merge, and then click **Search**.
3. For each student profile you want to merge, use the **View/Update** button to examine their information.
4. Ask yourself: Which student profile has the most correct information?
You will make this profile the master profile.
5. Ask yourself: For the student profile you want to designate as master, do the terms that appear match the terms of the other profile or profiles? If not:
 - a. Add the missing terms (using the **Add Term** button). Also include applicable reporting attributes, like class. You need to do this so that test events appear as expected on reports.
 - b. *Example:* If the other profile you want merged has test events for last fall, then that same fall term must also apply to the master profile. If not, then those test events last fall will not appear on reports after the merge because the master profile was not associated with that fall term.
6. Return to the student search results, and select the profiles you want to merge.

Note: Some profiles may have already been merged and designated a master profile, as indicated under the Master column. You can merge another profile with it, but you cannot merge multiple master profiles.

7. Click **Merge**.
8. Select the profile you want to designate as the master profile.
Or, if a profile already appears as the Master Designate, make sure it is the correct one.
9. Click **Designate as Master**.
The selected profile will move to the Master Designate table.
10. Click **Submit**.
A confirmation message will appear.
11. If needed, also update your student information system to eliminate duplicate profiles.

Unmerging Students

Required MAP role: **Data Administrator**

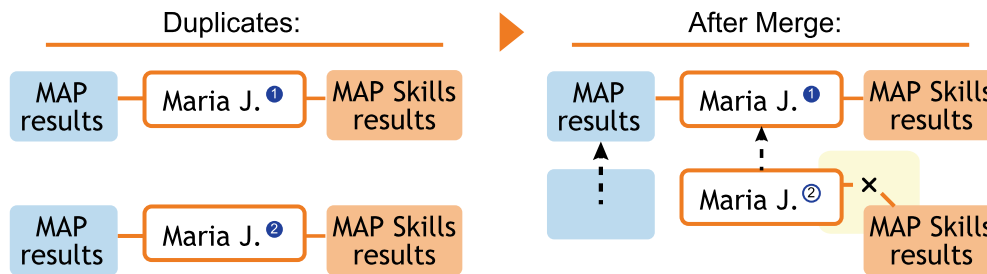
1. In the left navigation pane, select **Manage Students**.
2. In the Search Criteria section, select **Search only for master profiles**.
 - To list all merged profiles in the MAP database, do not supply any other search criteria, and then click **Search**.
 - To narrow the search, supply additional search criteria, and then click **Search**.

If you do not select **Search only for master profiles**, any master profile found in your search is designated by a checkmark in the "Master?" column of the Search Results table.

3. Select the master profile you want to unmerge.
4. Click **Unmerge**.
The Unmerge Student Profiles page lists the master profile and any profile(s) that were merged into it.
5. Click **Submit**.
A confirmation appears.

Merge Limitation for MAP Skills Data

Merging students does not combine data from MAP Skills testing. It only merges MAP Growth data. After a merge, MAP Skills results would still appear for the master profile, but not the duplicate, because the duplicate profile would become inactive, as shown:



However, *MAP Skills results are never lost*. You could unmerge the profiles to once again see all MAP Skills results.

Possible work-arounds:

- With the profiles unmerged, keep a printed record of the skills status from the duplicate profile. After the merge, refer to the printed record in combination with the master profile's data.
- Change the skill status to match the student's latest progress. (You can change status under Learning Path > View Skills.)
- Ask the student to retake missing Mastery Checks (retaking the Skill Locator is not needed).

Fix Test Event Records

For MAP Growth tests, you can reassign or exclude a test event that a student took by mistake.

Reassigning a Test to Another Student

You might reassign a test event if, for example, two students took a test under each other's name.

Excluding test events does not remove them; it suppresses test results so they do not appear in reports.

Required MAP role: **Data Administrator**

1. Click **Manage Students** in the left navigation pane.
2. Type search criteria and then click **Search**.
3. In the search results, select the desired student, then click **View/Update Test Events**.
Note: If no test events are associated with the selected student, this button is unavailable.
The Modify Test Event page lists the student's test event history. Click on a column heading to sort test events. For example, Click Score to order test events from lowest to highest score and vice-versa.
4. Select the desired test event, then click **Reassign**.
The Modify Test Event page appears.
5. In the Search for Target Profile section, search for the student to whom you want to reassign the test event, then click **Search**.
6. From the search results, select the desired student, then click **Reassign Test**.
A confirmation message appears.

Excluding a Test Result in Reports

If you find an incorrect test event, it's possible to remove it from MAP reports. (Technically it remains in the system, but becomes hidden on the reports.)

Required MAP role: **Data Administrator**

1. Click **Manage Students**.
2. Search for a student.
3. In the search results, select the student with the incorrect test event.
4. Click **View/Update Test Events**.
5. Select the test event (refer to the **Test Status** column to help distinguish which one).

6. Click **Exclude from Reports**.
7. To confirm:
 - a. In the **Included in Reports?** column, a dash appears for the excluded test event.
 - b. Wait for the overnight process and regenerate reports (the test should no longer appear).